



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

CHILD SUPPORT SUPERVISOR

This Position is Full Time with Benefits

Vacancy Number
16-1108

Hiring Range
\$37,675 – \$58,945

Opening Date
November 4, 2016

Closing Date
December 2, 2016
(Applications must be received by 5pm on this date. Envelopes must be postmarked PRIOR to 5pm on this date.)

Submit your completed County of Moore Application To:
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

Resumes are optional. Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications.

Please take a moment to ensure your transmission was received.

ESSENTIAL JOB DUTIES:

This position performs difficult professional and administrative work supervising the Child Support staff, conducting direct child support services, and program management. Work is performed under the supervision of the Child Support Director. This position performs related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of the principles and practices of the Child Support Program and applicable legal procedures;
- Considerable ability to interview case participants;
- General knowledge of the Court system;
- Advanced ability to read reports and court orders;
- Ability to orient, train, and review work of subordinates;
- Skill and ability to effectively and accurately write reports;
- Intermediate math ability;
- Working knowledge of supervisory principles and practices;
- General knowledge of county practices, policies, and procedures;
- Ability to organize and analyze information and exercise sound judgement;
- Skilled in the art of negotiations;
- General knowledge of applicable office procedures, practices, and equipment;
- Ability to establish and maintain effective working relationships with clients, associates, and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Four year degree and one **(1)** year experience in Child Support;
- **OR**, an associate's degree in business administration, human services, law enforcement, or closely related degree and three **(3)** years' experience in investigative, judiciary, eligibility, attorney's office or related work which provides the knowledge, skills, and abilities needed to perform the work including one **(1)** year experience in Child Support;
- **OR**, graduation from high school or equivalent and five **(5)** years' experience in investigative, judiciary, eligibility, attorney's office or related work which provides the knowledge, skills, and abilities needed to perform the work including one **(1)** year experience in Child Support.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina driver's license.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, drug test, and post offer physical.

Moore County is an E-Verify Participant